



EMAP Projects Coordinator

Why ASMI?

Association and Society Management International (ASMI) is an association management firm known for its commitment to its people and its clients. ASMI has a 40-year track record of outstanding customer service delivering non-profit expertise and services to socially responsible organizations. ASMI supports, guides, and promotes the professions and industries that impact people around the world every day including trauma, emergency medical services (EMS), homeland security / emergency management, ballistics, and manufacturing trade associations.

The ASMI headquarters offices are in Falls Church, VA and all personnel have the option of working-from-home on a permanent basis. Periodic travel including visits to HQ may be required.

Major Job Responsibilities

This part-time, permanent position is for a non-profit organization professional with experience **delivering customer service to emergency management programs seeking accreditation.** Coordinates projects of the national accreditation process for federal, state, and local emergency management programs; monitors pilot continuous administrative compliance pilots, tiered accreditation approach process, and standard element endorsement process; manages assessors to provide assessments of yearly submission of compliance documentation against the *Emergency Management Standard*; tracks progress and maintains adherence with project schedules; prepare and deliver explanatory presentations for assessment projects; maintain records on projects and work with the executive director to identify and propose special projects; assist with Program Review Committee and appropriate subcommittee; respond to telephone, email and mail inquiries; responsible for helping EMAP to achieve goals and objectives outlined in the Strategic Plan; and other duties as assigned.

Salary Range

Commensurate with experience. Part-time, permanent position.

Reporting

The position reports to the EMAP Executive Director, Nicole Ishmael Livingston.

Specific Tasks

Assessment and Accreditation Services

- Develops and coordinates CACP services for Programs and works with assessors and programs to ensure timelines and reports are delivered.

Data Collection and Database Maintenance

- Maintains database of program participants and subscriptions and organizes electronic subscriptions, surveys, and data collection on

Specific Tasks

continuous administrative compliance programs and potential tiered accreditation approaches and standard endorsement process.

Special Projects

- Serves as liaison for special projects pertaining to assessment activities associated with a Program's effort towards assessment and accreditation.

Committee Coordination

- Assists with the staffing of the Program Review Committee and other groups as assigned. Coordinates all activities of the continuous accreditation program and prepares reports for the Commission meetings.

Other

- Other projects support as assigned may include member support, marketing projects, IT management, website, corporate culture special projects and others according to employee's skillset.

Partner Assistance

- Coordinates and cultivates new partnerships and existing partnership in assisting with briefings and presentations on standards and accreditation.

Other Duties

- General assistance such as assessment development, special projects, other as assigned to take advantage of specific talents and interests.

Job Requirements

- A Bachelor's degree is required along with relevant project management work in the emergency management or non-profit industry or similar experience.
- The candidate must be extremely well-organized and task-oriented, accurate, and attentive to detail. They must also be comfortable multitasking and able to adjust to shifting priorities. The candidate must also be able to work with limited supervision and successfully within a team.
- Excellent communication skills, including writing skills, are necessary.
- The candidate must be able to use Microsoft Office Suite software, including Outlook, Word, PowerPoint, and Excel, and must be able to learn and use new software rapidly.
- Regular travel, 1-2 trips per quarter, including representing EMAP at appropriate professional gatherings, onsite customer services/program assessments, training offerings, and similar live engagements requiring the Executive Director to be present.

Professional Accountability

- Enter work time in 15-minute increments using ASMI web-based time-tracking system (currently Replicon) utilizing task and activity labels and comments fields.
- Submit timesheets by close of business on Friday of each week unless work is planned for Saturday and no later than noon on Monday when weekend work obligations occur.

- Submit travel and expense reimbursement forms to include applicable allocation codes no later than 30 days post travel conclusion or expense incurrence.
- Consult supervisor as soon as competing priorities threaten completion of one or more tasks by the established internal or external deadline.
- If the position is eligible for telecommuting: notify supervisor about short term absences during normal business/scheduled hours that are due to travel or not associated with vacation, sick, or other leave requests.
- Maintain client work documents on the shared drive per ASMI's document retention policy; regularly transfer files that might have been drafted offline / on individual desktop.
- Conform to all ASMI Policies & Procedures as defined in the Employment Manual.